

**LOUISIANA DEPARTMENT OF
AGRICULTURE AND FORESTRY**

LOSS PREVENTION PROGRAM

CHAPTER ONE

GENERAL SAFETY PLAN

Chapter One. GENERAL SAFETY PLAN

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Section I. LDAF SAFETY POLICY

Providing safe work conditions and an accident-free workplace for its employees is a high priority of the LDAF. Employees should be mindful that safety must be an important consideration in every work-related decision and plan.

A fundamental objective of the LDAF is to implement safety-related plans which conform to the requirements of the LA Office of Risk Management (LA ORM), such for the principal purposes of establishing and maintaining safe conditions in the workplace. Essential to obtaining a safe workplace is that employees accept personal responsibility for their own safety and well-being. Employees must be knowledgeable of the standards applicable to their job and abide by such. Further, each employee shall be obligated to immediately report any potentially unsafe condition or work practice to the proper authority, and to take effective action to minimize any risk to themselves and others.

Indispensable to the safety and well-being of LDAF employees is their positive attitude toward safety awareness and compliance, which is demonstrated, in part, through personal adherence to all safety-related plans, procedures, practices, rules and standards. The LA ORM advises that most accidents which result in death, injury or damage to property can be prevented, and it is the aim of the LDAF to institute practical measures that are intended to prevent any harm coming to employees and damage to property.

Therefore, the provisions of the General Safety Plan (GSP) that are set forth herein, and whenever amended or supplemented, shall have full force and effect hereafter and the officers and employees of the LDAF shall be subject thereto and bound to its plans, procedures, practices, rules and standards. Further, certain provisions excepted whenever so noted, the GSP supersedes and replaces the provisions set forth in any and all policies, guidelines and directives which are in conflict therewith or which have been reenacted by this GSP, and such provisions are hereby repealed and have no further force or effect.

Inquiries, clarifications, requests for information, and correspondence relating to the provisions of the GSP may be made by way of email to Safety Program (as named on the LDAF 'Outlook' email address listing) or to SafetyProgram@LDAF.LA.GOV; fax transmission to (225) 922-1253 – Attention: Safety Program; or U.S.P.S. mail to LDAF Safety Program, P.O. Box 631, Baton Rouge, LA 70821-0631.

Thus done this 15th day of June, 2009, in Baton Rouge, LA

Mike Strain DVM
Commissioner

Section II. ASSIGNMENT OF RESPONSIBILITIES

1. Commissioner

Pursuant to the authorities set forth in law, the Commissioner approves the GSP, provides for its implementation and administration, and selects and assigns an officer of the LDAF to act as Agency Administrator.

2. Agency Administrator

As such relates to the LDAF in general, the Agency Administrator ensures the organizational effectiveness of the GSP. Pursuant thereto, the duties of the Agency Administrator shall include, but not limited to, the following:

Provides for the implementation of the GSP and its attendant plans, procedures, practices, rules and standards throughout the LDAF, selection and assignment of inter-Office Safety Manager Staff, and the establishment of safety work groups whenever necessary or desired and the appointments thereto.

Issues directives which relate to the implementation or administration of the GSP and its attendant plans, procedures, practices, rules and standards.

Authorizes expenditures to ensure safe workplace conditions and practices.

Generally supervises the management performance of the GSP and participates accordingly therein (e.g., reviews safety audits and evaluates plans, procedures, practices, rules and standards).

3. Assistant Commissioners

As such relates to their respective Office, the employees assigned thereto and the workplaces thereof, each Assistant Commissioner ensures the organizational effectiveness of the GSP. Pursuant thereto, the duties of the Assistant Commissioner shall include, but not limited to, the following:

Provides for the implementation of the GSP and its attendant plans, procedures, practices, rules and standards as such relates to the specific roles, operations and functions of the Office, and for the establishment of safety work groups whenever necessary or desired.

Issues directives which relate to the implementation or administration of the GSP and its attendant plans, procedures, practices, rules and standards.

Authorizes expenditures to ensure safe workplace conditions and practices.

Provides for the designation of their Office's operating areas, establishment of site and function specific safety rules, selection and assignment of Safety Manager Staff for each operating area,

selection and assignment of an Office Safety Records Custodian, and appointments to safety work groups.

Note: For the purposes of the provisions of the GSP, (1) the phrase “operating area” refers to one or a combination of defined areas, properties, facilities, buildings, offices, etc., or to a specific role, operation or function performed by the LDAF, (2) the Agency Administrator, or two or more Assistant Commissioners jointly may establish site and function specific safety rules for a shared operating area, and (3) the phrase “Safety Manager Staff” means one or more employees who are selected and assigned to act in one or more safety-related positions (e.g., Office Safety Coordinator, Safety Manager, Assistant Safety Manager, Fire Warden, Assistant Fire Warden, Workplace Safety Supervisor, etc.).

Provides for a printed copy of the GSP to be maintained in each operating area of the Office so as to ensure its immediate availability to the employees working therein.

Generally supervises the management performance of the GSP within the Office and participates accordingly therein (e.g., ensures the management review of, and appropriate response to completed safety meeting reports, training documentation, safety inspection checklists, accident reports, job safety analysis worksheets and safety audits, and evaluates plans, procedures, practices, rules and standards).

4. Office Safety Records Custodian

Within each Office of the LDAF the Assistant Commissioner thereof shall select a key employee and assign to her/him the duties of Office Safety Records Custodian, which include, but not limited to, the following:

Provides for the receipt, review, maintenance and custody of all safety-related reports, forms, logs, worksheets, etc., or copies thereof, as required by, or otherwise set forth in the GSP and which are produced by or originate from the subject operating areas of the Office.

Disseminates copies of safety-related reports, forms, logs, worksheets, etc. as required by the GSP and as otherwise assigned by the Assistant Commissioner.

Makes available the subject reports, forms, logs, worksheets, etc. for the purposes of review and auditing by the Safety Director and LA ORM staff.

Note: Should the efficient operation of an Office be better served by multiple Office Safety Records Custodians, whereby each of whom shall be assigned certain of the duties set forth herein, an Assistant Commissioner is authorized to provide for such.

5. Safety Director

The Safety Director has principal responsibility for the overall development and implementation of the GSP. Pursuant thereto, she/he maintains open communication with the Agency Administrator, Assistant Commissioners and the Safety Manager Staff and assists them in

carrying out their respective duties and responsibilities, such assistance to include providing aid and support in the development of workplace-specific safety plans, procedures, practices, rules and standards. The duties of the Safety Director shall include, but not limited to, the following:

Develops the GSP and, from time-to-time, revisions thereto for review and approval by the Agency Administrator.

Under the direction of the Agency Administrator, assists others in the implementation and administration of the GSP, and drafts directives which relate to the implementation and/or administration of the GSP and its attendant plans, procedures, practices, rules and standards.

Acts as the LDAF's point of contact with the LA ORM.

Provides guidance relative to the LA ORM audit requirements and inquiries, and the conduct of safety and training meetings, safety inspections, accident investigations, job safety analyses, record keeping, etc.

Assists in the coordination of safety-related operations of the LDAF and acts as the principal point of contact for the Safety Manager Staff with public safety officials.

Conducts reviews and makes inquiries within the LDAF for the purpose of checking compliance with the GSP and applicable safety laws and codes, and reports his findings to the proper authority.

May review and analyze completed safety meeting reports, training documentation, safety inspection checklists, job safety analysis worksheets, etc. to assess safety performance; reviews accident reports for accuracy and completeness; and reports any such pertinent finding to the Agency Administrator, Assistant Commissioners, Safety Manager Staff or others.

Serves on one or more inter-Office safety work groups and, whenever directed by the Agency Administrator, may preside at the meetings thereof.

6. Safety Manager Staff

A successful loss prevention program is one in which its operatives work directly with their co-workers on a day-to-day basis. Given the operations of the LDAF are located both within and remote of the LDAF Headquarters Facility, the selection of key personnel to serve as Safety Manager Staff is necessary to ensure the effectiveness of the GSP.

Safety Manager Staff shall be responsible for the implementation of the GSP within their particular operating area(s). The assigned duties of the Safety Manager Staff may include, but not be limited to, the following:

As such relates to their assigned operating area(s), provides for and oversees the implementation and administration of the GSP and its attendant plans, procedures, practices, rules and standards, and participates accordingly therewith.

Conducts new-hire GSP orientation, safety meetings and safety training, and job safety analyses whenever required or assigned.

Documents training for hazard communication to employees within 30 days of employment, when working in a new area, whenever a new material or procedure is introduced into the work place or whenever the Department Head, Department Safety Officer or Supervisor determines that refresher training are in order or at least annually.

In addition, all employees are required to be retrained on the new label elements and safety data sheet formats now required of all hazardous materials manufacturers.

Routinely inspects the operating area for employees' compliance with safe work practices and other workplace-specific safety plans, procedures, practices, rules and standards.

Prepares safety inspection checklists to document inspection findings, and records any noted hazard in the subject operating area's hazard control log whenever the deficiency cannot be corrected immediately.

Reviews hazard control logs and takes necessary action to remedy any noted deficiency.

Investigates and properly documents accidents to determine the cause and to correct any noted deficiency or hazard.

Regularly communicates with the Safety Director regarding issues that relate to the GSP, makes recommendations for improvement, serves on one or more safety work groups, and maintains completed reports and forms, or copies thereof, as required by the GSP.

Performs other safety-related duties, tasks and responsibilities as assigned, which may include assignment as Fire Warden Staff.

7. Safety Manager Staff for Facility-specific Operating Areas

As such relates to a facility-specific operating area (e.g., Monroe Regional Facility's buildings and grounds, but not necessarily the employees assigned thereto), the Agency Administrator or other appropriate LDAF authority shall select and assign a Facility Safety Manager (and Facility Assistant Safety Manager if necessary) who shall be responsible for the implementation of the GSP within and for the facility-specific operating area. Pursuant thereto, the duties of such Facility Safety Manager Staff, with essential guidance, assistance and direction from the LDAF Facility Manager, shall include, but not limited to, the following:

Provides for and oversees the implementation and administration of the GSP and its attendant plans, procedures, practices, rules and standards, and participates accordingly therewith.

Whenever she/he deems necessary and upon the approval of the LDAF Facility Manager, conducts safety meetings and safety training.

Routinely inspects the operating area for compliance with facility-specific safety plans, procedures, practices, rules and standards.

Prepares safety inspection checklists to document inspection findings, and records any noted hazard in the facility's hazard control log whenever the deficiency cannot be corrected immediately.

Reviews hazard control logs and takes necessary action to remedy any noted deficiency.

Investigates and properly documents accidents within the facility to determine the cause and to correct any noted deficiency or hazard.

Regularly communicates with the Safety Director regarding issues that relate to the GSP, makes recommendations for improvement, serves on one or more safety work groups, and maintains completed reports and forms, or copies thereof, as required by the GSP.

Performs other safety-related duties, tasks and responsibilities as assigned.

8. Employees

Essential to the success of the GSP is the active participation of the employees, all of whom are responsible for workplace safety. The duties of each employee shall include, but not limited to, the following:

Remains safety conscious in the workplace and is familiar with, and observes and complies with all prescribed and generally accepted safety plans, procedures, practices, rules and standards.

Works safely, assists others to work safely, and is always vigilant for the risk of hazards which may occur in the workplace.

Immediately reports to the appropriate authority (e.g., supervisor, facility manager, subject operating area Safety Manager Staff, LDAF Security Officer, law enforcement agency, fire department, etc.) any unsafe, dangerous, or unusual activity, circumstance or occurrence, general safety hazard, prohibited behavior, suspicious person or illegal activity that is noted or observed within or in proximity to the workplace.

Within an operating area and whenever practical, notes the existence and whereabouts of nearby emergency exits and passageways, and fire alarm boxes and fire extinguishers in the workplace and is familiar with their use and operation.

Reinforces the importance of safety inspections in the workplace by assisting Safety Manager Staff in the conduct of such inspections, and gives suggestions that make workplace conditions and practices safer.

Completes entries in hazard control logs and monitors and assists in the resolution of the matter,

participates in all safety meetings for her/his operating area, takes part in safety-related training activities and, whenever so directed, serves on one or more safety work groups.

Assists Safety Manager Staff with accident investigations and the preparation of job safety analyses.

Performs other safety-related duties, tasks and responsibilities as assigned or directed, which may include assignment as Fire Warden Staff.

Section III. SAFETY RULES

1. Definitions

As used in this section and elsewhere in the plans of the LDAF Loss Prevention Program, the following words, terms and phrases shall have the ascribed meanings, unless the context requires otherwise:

"Dangerous weapon" means any firearm, or other instrumentality, device or substance customarily used or intended to produce death or great bodily harm.

"Employee" includes each and every Officer and member of the staff of the LDAF irrespective of their employment is on a full-time, part-time or contractual basis, and includes any person authorized by the Commissioner to be a volunteer in service to the LDAF.

"Person" refers to each and every employee, visitor, guest, vendor, contractor, client or any other individual found within the workplace.

"Workplace" must be given the broadest possible application including any property, facility, building, office or means of conveyance that is owned or controlled by the LDAF, or any location, remote or otherwise, at which an employee, for the purpose of accomplishing the mission of the LDAF, effects an operation, function or duty, provides goods or services, or participates with another person in any such activity.

"Workstation" refers to the general area of physical space, and the appurtenances thereof (e.g., furniture, equipment, tools, supplies, etc.), in which and in proximity thereto an employee occupies or performs his assigned duties, tasks and responsibilities. Accordingly, an employee may conduct LDAF-related business within more than one workstation, or share one or more work stations with other persons; and a workstation may include a vehicle, tractor, boat, etc.

2. Safety Rules

1. An employee shall comply with these Safety Rules and all site and function specific safety rules that are posted in the workplace or are otherwise provided or made available to employees. Site or function specific safety rules shall be established only by the subject Assistant Commissioner(s) and shall be considered an adjunct provision of these Safety Rules.

2. Duly commissioned Livestock Brand Inspectors and Forestry Officers excepted, the possession or immediate control of a dangerous weapon in the workplace is prohibited, unless otherwise authorized by law and the Commissioner.

3. Except in any area designated for such use by an Assistant Commissioner if not prohibited by law, the use of any tobacco product in the workplace by an employee is not authorized.

4. Unless otherwise authorized by the Commissioner, the possession, custody, control or consumption of any alcoholic beverage by an employee while on duty or within the workplace is

prohibited.

5. An employee, individually or with another person, shall not engage in any manner whatsoever in rough, boisterous or disorderly play or frivolity or in any loud, contentious, disruptive, hostile, threatening, combative, destructive, harmful or violent behavior or speech while on duty or within the workplace.

6. An employee shall report immediately to the appropriate authority (e.g., supervisor, facility manager, subject operating area Safety Manager Staff, LDAF Security Officer, law enforcement agency, fire department, etc.) any unsafe, dangerous, or unusual activity, circumstance or occurrence, general safety hazard, prohibited behavior, suspicious person or illegal activity that is noted or observed within or in proximity to the workplace.

7. An employee and any other person present immediately and without fail shall evacuate the workplace in response to an evacuation signal or command, and shall not return until properly directed; but that an employee also shall give aid and assistance to anyone who may require help due to a disability or other limitation.

8. Before commencing work, an employee shall notify the supervisor of any permanent or temporary impairment that may reduce the employee's ability to perform their job tasks in a safe manner.

9. An employee shall (a) inspect the workstation for potential hazards and shall ensure that the equipment (including material, tools, and machinery) is in safe operating condition before using it; (b) use equipment, material, tools and machinery only if the employee is trained and authorized to do so; (c) keep the workstation neat and orderly; (d) utilize appropriate personal protective equipment that is provided by LDAF and is required or necessary for protection from potential hazards that may be associated with the tasks she/he is to perform; and (e) follow, act in accordance with or otherwise observe the manufacturer's instructions, directions, protocols and recommended guidelines, attendant to the label or other accompanying informative document (e.g., MSDS, placard, warning notice, etc.) for any product, material, tool, machinery, accessory or supply item, etc. which the employee is to make use of, come in contact with, or otherwise handle.

10. An employee in the performance of assigned tasks, duties and responsibilities shall work safely and assist others to work safely, and shall ask co-workers, supervisors or other qualified personnel for assistance or further explanation or clarification whenever such is needed to perform a job assignment in a safe manner.

Section IV. SAFETY MEETINGS

1. Safety Meetings Required

An essential element of the GSP is the active participation by LDAF employees in safety meetings that are meaningful and efficiently carried out. Toward that end, each Assistant Commissioner shall ensure that no later than the last day of the second month of each quarter there shall be a safety meeting with the employees who work in the applicable operating areas within their respective Office. Whenever the LA ORM determines that special circumstances require the conduct of monthly safety meetings in lieu of quarterly safety meetings, such requirement shall prevail.

Note: Nothing herein shall prohibit the conduct of an ‘en masse’ safety meeting, the target of which is the employees assigned to a particular locale (e.g., LDAF HQ Facility, Hammond Regional Facility, Natchitoches District Office, etc.). At the discretion of the subject Assistant Commissioner, any such site-specific safety meeting may be used contemporaneously to satisfy the requirement relating to an employee’s attendance and participation in a quarterly/monthly safety meeting.

The Safety Manager Staff responsible for the conduct of the safety meeting shall utilize and complete the Safety Meeting Report form in the manner set forth below. A copy of said report is attached to this section.

2. Meeting Preparation

It is best that a single topic be discussed at the safety meeting and, typically, it should relate to a safety-related issue that has emerged or is recurring in the workplace or at a workstation. Other topics for selection may be found in recently completed State Employee Incident/Accident Investigation Forms, motor vehicle Accident Reports, Job Safety Analysis Worksheets, and in the operating area’s Hazard Control Log and recently completed Safety Inspection Checklist.

A critical step in the selection of a real or potential unsafe work situation is to identify a practical and reasonable resolution thereof. For example, the Safety Manager Staff selects an unsafe behavior or activity as the topic of the safety meeting, and then structures the presentation so that it promotes safer practices, conditions and/or workplace. Alternatively, the topic could be (1) a new or revised job operation, the discussion of which helps to identify and eliminate hazards before an accident can occur, (2) any other relevant safety-related concern, or (3) the requisite annual review of workplace safety rules, which shall include the Safety Rules set forth in the GSP and any relevant site and/or function-specific safety rules for the employees’ workplace(s).

3. Conducting the Meeting

Meetings may be conducted by/with lecture, video, handouts, demonstrations, etc. With every safety meeting, the Safety Manager Staff provides for the employees’ participation in the meeting by:

1. Ensuring that each employee documents their personal attendance on the Safety Meeting Report. For those employees to whom the safety meeting information or material is provided electronically, a verification of message receipt (i.e., e-mail read receipt) for each such employee is required.
2. Keeping the discussion focused on the meeting topic and important points to cover.
3. Allowing the employees to fully discuss the topic at issue and to agree on an appropriate outcome or plan of action.

Note: Nothing herein shall prohibit the Safety Meeting Staff from sectionalizing the conduct of a safety meeting whenever such provides for the efficient administration of the LDAF.

4. Preparing the Safety Meeting Report Form

In addition to documenting the general information requested at the top of the form, the Safety Manager Staff also records the outcome(s) of the meeting by completing the section styled- Comments / Suggestion / Remarks / Follow-up Actions. Each employee in attendance at the safety meeting shall print legibly her/his name in the space provided, and affix her/his signature in the adjacent column space provided. Whenever it is necessary to provide for the employees who were absent from the safety meeting to be made aware of the meeting's subject matter, outcomes, etc., said section may to be used to document such follow-up effort by the Safety Manager Staff.

Note: Either on the face sheet of the Safety Meeting Report, and/or on one or more Supplemental Sheet(s), the Safety Manager Staff shall note and record thereon the name of each employee assigned to the operating area who did not take part in the subject safety meeting (see text Note in subsection 3 above for alternative action).

5. Completed Safety Meeting Report, Retention and Distribution

The recording Safety Manager Staff shall 1) retain the original of the completed Safety Meeting Report at the subject operating area for no less than three years from the date of the meeting, and 2) promptly forward a copy of the completed report to the Safety Director who shall monitor the participation of the employees at safety meetings and report any instance of nonparticipation to the subject Assistant Commissioner.

Section V. SAFETY TRAINING

1. Required Safety Training for Employees, Documentation and Records Retention

It shall be the duty of every workplace supervisor to provide training that ensures safe work processes and conditions for an employee who performs one or more at-risk job tasks or who will operate new equipment or whose safety performance is not satisfactory, which training shall include instruction on correct work procedures, safe work practices and the employee's accessibility to assistance.

All Agencies are required to have a documented review of written policies with employees and conduct documented awareness on the following topics: Ethics, Drug Free Workplace and Sexual Harassment. Such shall be completed within 90 days of hire and once every year thereafter, and may count toward monthly/quarterly safety meeting requirements.

Notwithstanding any other provision of this section or the GSP, the conduct of any safety training required by this subsection shall be documented by the training instructor (e.g., foreman, supervisor, Safety Manager Staff, etc.) and the record of such retained in the subject operating area by its Safety Manager for no less than three years from the date of the training event.

Note: Although there is no precise form to record a safety training session, to the extent that it can be reasonably and practicably applied or adapted, a Safety Meeting Report form may be used.

2. Recommended Safety Training for Employees

Safety training for employees is a continuing objective of the LDAF, and should be selected and scheduled by priority of need.

Documented training for hazard communication is required whenever: 1) within 30 days of employment; 2) when working in a new area; 3) whenever a new material or procedure is introduced into the work place; or 4) whenever the Department Head, Department Safety Officer, or Supervisor determines that refresher training is in order; or 5) at least annually.

In addition, all employees are required to be retrained on the new label elements and safety data sheet formats now required of all hazardous materials manufacturers.

(Note: Safety Manager Staff from time-to-time should review the training topics and opportunities on the Loss Prevention Unit's web page at the LA ORM web site.) The LA ORM suggests eleven subject matter areas and their instructional objectives.

Safety Plan Objectives

- Rights and responsibilities of the employees
- Authority and responsibilities of the GSP
- Safety plans and rules
- Accident investigation reporting procedures
- Job safety analysis

- Accident experience and trends
- Hazard Recognition and Control
 - Types of hazards
 - Preventive methods
 - Safety inspection procedures
 - Recording and reporting
 - Immediate temporary controls
- First Aid Procedures
 - Recognizing first aid emergencies
 - Role of the first aid kit and its contents
 - Providing emergency care
- Emergency Response Procedures
 - Alarm systems
 - Evacuation routes
 - Fire extinguisher training
 - Emergency procedures
- Personal Protective Equipment
 - What to use
 - When to use
 - Storage of PPE
 - How to check, inspect, and maintain PPE
 - How to appropriately dispose of contaminated PPE
- Materials Handling
 - High risk job tasks
 - Proper lifting
 - Proper carrying
- Slips, Trips and Falls
 - Recognizing potential problems
 - Minimizing exposure
- Unsafe Environmental Conditions
 - Outside (heat, cold, winds, rain, hurricanes, tornadoes)
 - Inside (noise, dust, vapor, fumes)
- Safe Housekeeping Practices
 - Tools and equipment
 - Vehicles
 - Workspace
- Elevated Work Tasks and Use of Ladders
 - Preventing a fall
 - Falling safely
- Safe Vehicle Operation
 - Pre-operational inspection
 - Control of common hazards
 - Rules of the road

3. Training for Safety Manager Staff

Safety Manager Staff plays a central role in the prevention of accidents and the control of work hazards. The LA ORM suggests fifteen subject matter areas and their instructional objectives.

Safety and the Supervisor

- Relationship between safety and productivity

Know Your Accident Problems

- Elements of an accident (unsafe acts, unsafe conditions), accident investigations, measurements of safety performance, accident costs

Human Relations

- Employee motivation, basic needs of workers, Safety Manager as a leader, alcohol and drug problems

Maintaining Interest in Safety

- Role of the Safety Work Group, employee relations, Safety Manager Staff's role in off-the-job safety

Instructing for Safety

- Job instruction training, procedure for conducting a job safety analysis

Industrial Hygiene

- Environmental health hazards (lighting, noise, ventilation, temperature)

Personal Protective Equipment

- Eye protection, face protection, foot and leg protection, hand protection, respiratory protection, protection against radiation

Industrial Housekeeping

- Results of safe housekeeping, the responsibility of the supervisor.

Materials Handling, Storage and Disposal

- Lifting and carrying, handling specific shapes, hand tools for material handling, motorized equipment, hazardous liquids, and compressed gases

Guarding Machines and Mechanisms

- Principles of guarding, benefits of good guarding, types of guards, standards and codes

Hand and Portable Power Tools

- Selection and storage, safe use of hand and power tools

Fire Protection

- Recognizing fire hazards, understanding fire chemistry, role of Fire Warden Staff, Safety Manager Staff's role in fire safety

Workplace Safety Inspections

- Conducting and documenting workplace safety inspections, role of Hazard Control Logs

4. Lesson Plan Model

Although all training should be planned and organized and the subject matter presented in a style that best suits its intended audience, some subject matter areas are best covered by the training instructor's use of a written lesson plan. The LA ORM recommends the following model that will provide for:

TITLE to clearly define the topic.

OBJECTIVES to state what the employees should know or be able to do at the end of the training period.

ESTIMATED TIME OF INSTRUCTION to set the duration of the training session.

MATERIALS to identify the aids to be used in training which may include equipment, tools, charts, slides, films, etc.

WHAT THE INSTRUCTOR WILL DO to outline her/his plan of action (e.g., lecture, demonstration, class discussion, etc)

WHAT THE EMPLOYEES WILL DO to indicate how the employees will apply the material in the training session.

EVALUATION METHODOLOGY to determine whether the training objectives are achieved.

SAFETY ASSIGNMENT to provide the employees an opportunity to apply what was learned on the job.

5. Training Documentation, Retention and Distribution

Although there is no precise form to record a training session provided for in subsections 2 and 3 above, to the extent that it can be reasonably and practicably applied or adapted, a Safety Meeting Report form may be used by the training instructor (e.g., foreman, supervisor, Safety Manager Staff, etc.).

The conduct of any such training shall be documented by the subject Safety Manager Staff who shall retain the original of the completed training document(s) for no less than three years from the date of the training event.

Section VI. SAFETY WORK GROUPS

1. Role of the Safety Work Group

Inasmuch as workplace practices are numerous and diverse and conditions evolve over time, a successful loss prevention program provides for the development and periodic evaluation (and updating, whenever necessary) of workplace-specific safety plans, procedures, practices, rules and standards. Any such evaluation is best accomplished by open communication among those who are charged with safety-related responsibilities.

Therefore, for such an evaluative purpose, one or more safety work groups may be established by the Agency Administrator, or an Assistant Commissioner for the subject Office. In addition thereto, a safety work group may be formed to review and analyze safety-related reports, forms, logs, worksheets, etc., or to perform other related duties, tasks and responsibilities.

Note: The Safety Director shall serve on all inter-Office safety work groups and, whenever directed by the Agency Administrator, presides at the meetings thereof.

2. Safety Plan Work Group

There shall be a standing safety work group whose members shall meet to (1) review and evaluate the general status and effect of the GSP and Driver Safety Plan, and (2) report their findings and recommendations to the Agency Administrator, who shall take or direct appropriate action in response to such findings and recommendations. This safety work group shall be comprised of the Safety Director, LDAF Facility Manager, Human Resources Director, First Aid Safety Manager, Loss Claims Director, Transportation Coordinator, and an Assistant Commissioner selected by the Agency Administrator to serve a one-year term on a rotational-basis with each of the other Assistant Commissioners or as otherwise directed by the Agency Administrator.

3. Motor Vehicle Accident Review Board

There may be established a safety work group to provide for the review of motor vehicle accidents on a timely basis for the purpose of identifying the cause and/or contributing factors of such accidents. It is intended that said information can be used towards reducing motor vehicle accidents involving LDAF employees. Provisions which relate to the Motor Vehicle Accident Review Board are set forth in Chapter Two, Driver Safety Plan, of the LDAF Loss Prevention Program.

Section VII. SAFETY INSPECTIONS

1. Operating Areas and Safety Manager Staff

For the purposes of the provisions of this section, the phrase “operating area” refers to one or a combination of defined areas, properties, facilities, buildings, offices, etc.

Each Assistant Commissioner shall provide for the designation of their Office’s operating areas, and for the selection and assignment of the Safety Manager Staff for each operating area.

For the purposes of the provisions of this section, the phrase “Safety Manager Staff” refers to one or more employees who are selected and assigned to act as a Safety Manager or Assistant Safety Manager.

As such relates to a facility-specific operating area (i.e., a facility’s buildings and grounds, but not necessarily the employees assigned thereto), the Agency Administrator or other appropriate LDAF authority shall select and assign Facility Safety Manager Staff who shall be responsible for the implementation of the GSP within and for the facility-specific operating area, but who shall be subject to the essential guidance, assistance and direction of the LDAF Facility Manager.

2. Role of the Employees

Employees reinforce the importance of safety inspections in the workplace by assisting Safety Manager Staff in the conduct of such inspections. Employees are welcome and encouraged to help in identifying, eliminating or effectively controlling potential safety hazards, and to give suggestions that make workplace conditions and practices safer.

3. Safety Inspections Required

Each Assistant Commissioner shall ensure that no less than each quarter there shall be a safety inspection of each operating area within their respective Office. Whenever the LA ORM determines that special circumstances require the conduct of monthly safety inspections in lieu of quarterly safety inspections, such requirement shall prevail.

It is the purpose of the safety inspection to identify and provide for the correction of conditions or practices that are potential safety hazards. The conduct of every safety inspection shall be recorded by the Safety Manager Staff on the Safety Inspection Checklist form, a copy of which is attached to this section.

4. Completed Safety Inspection Checklist, Retention and Distribution

Safety Manager Staff shall retain the original of each completed Safety Inspection Checklist at the subject operating area for review at the next audit or compliance review. The Safety Director, from time to time, may conduct a review of all such Safety Inspection Checklists to monitor work conditions in the operating area.

5. Reporting Hazards, Corrective Action Required

An employee promptly shall report any potentially hazardous condition or practice she/he notes in the workplace to the Safety Manager Staff. Whenever practicable to do so, the notification should be in a written form, preferably by way of email. In addition thereto, the employee shall record the unsafe condition in the Hazard Control Log that is maintained in the operating area, and further shall monitor and assist in the resolution of the matter.

(Note: A copy of the Hazard Control Log is attached to this section. The Safety Manager Staff shall ensure that the Hazard Control Log is kept in a convenient, conspicuous location within the operating area so that employees have ready access thereto.)

Safety Manager Staff for the operating area shall review no less than daily the Hazard Control Log and shall be authorized to, and shall take immediate temporary control of the vicinity of the hazard to prevent exposure to the hazard until adequate corrective action is made. If the Safety Manager Staff cannot provide for a resolution of the matter within 30 days after its posting in the Hazard Control Log, the Safety Manager Staff shall forward a copy of the subject Hazard Control Log to the Safety Director, who shall provide for an appropriate disposition of the matter.

Any deficiency discovered during an inspection conducted by the State Fire Marshal's Office shall be corrected.

6. Completed Hazard Control Log, Retention

A Hazard Control Log sheet shall remain current until there no longer exists adequate space in the fields of the form to record and resolve entries thereon. The Safety Manager Staff shall be the appropriate party to record the date on which a hazard is resolved, and shall ensure the completed Hazard Control Log bear its 'start' and 'end' dates.

Whenever a completed Hazard Control Log reveals an open 'Date Hazard Resolved' field relating to a noted hazard (i.e., the hazard remains unresolved), the subject information for each such hazard shall be transferred to the succeeding Hazard Control Log so that the resolution of the hazard can continue to be monitored.

Safety Manager Staff shall retain the original of each completed Hazard Control Log in the subject operating area until all hazards are corrected and made available for review at the next audit or compliance review.

SAFETY INSPECTION CHECKLIST

_____ QUARTER, 20____

Opr. Area _____ Inspection by _____ Date _____

ITEM	OK	N/A	DEFICIENT
1. Is the floor clear of litter, debris, spilled liquids, oil, grease, etc.?			
2. Are walkways free of obstacles which may hinder foot traffic?			
3. Are cords, hoses, etc. situated where they won't trip a passerby?			
4. Are electrical cords in good condition and properly used and situated?			
5. Is the lighting in the operating area working properly?			
6. Are flooring surfaces not rutted, worn excessively, uneven or warped?			
7. Are desk and file drawers not left open nor perilous objects left atop surfaces?			
8. Are items stored securely atop file cabinets, book cases, etc.?			
9. Are filing cabinets not top-heavy (e.g., with too many files in upper drawers)?			
10. Are warning signs/devices posted during maintenance, repairs, etc.?			
11. Is an evacuation map posted in the operating area?			
12. Are exits marked and stair handrails, risers, treads and landings maintained?			
13. Are exits and stairwells well lighted, clean and free of obstructions?			
14. Are fire detectors, alarm boxes, fire extinguishers, and exits clearly visible?			
15. Are fire extinguishers fully charged and readily available?			
16. Is a fully-stocked first aid kit located in the operating area?			
17. Are equipment, material, tools and machinery kept in good working order?			
18. Are hazardous chemicals properly stored?			
19. Are safe work conditions found throughout the operating area?			

REMARKS: Specify item number, description of the deficiency and the corrective action being taken. If the deficiency cannot be corrected immediately, record it in the Hazard Control Log for follow-up.

HAZARD CONTROL LOG

Start Date of Log _____ Operating Area _____ Safety Mgr. Staff _____ End Date of Log _____

If a hazard remains unresolved beyond 30 days after date of entry, the Safety Mgr. Staff shall send a **copy** of this Hazard Control Log to the Safety Director.

[illegible]

Section VIII. ACCIDENT INVESTIGATION AND LOSS CLAIM REPORTING

1. Accidents and Other Losses

Notwithstanding the LDAF's commitment to, and emphasis on safe workplace practices and conditions, an accident still may occur. It is the policy of the LDAF to promptly and thoroughly investigate every accident to determine its cause and any contributing factors in order to prevent a recurrence. Further, to protect the interest of the state, it is the policy of the LDAF to promptly and thoroughly investigate every other loss.

2. Application of Provisions

The provisions of this section are neither definitive nor may they be rigorously applied for every potential loss event. Whenever such an occasion or circumstance arises, these provisions are intended to serve as a guide for investigating an accident or otherwise reporting a loss event in which the LDAF may have an interest or could be affected.

3. Definitions

As used in this section, the following terms shall have the following meanings, unless the context requires otherwise.

"LDAF" means the Louisiana Department of Agriculture and Forestry, and includes each and every office, board, commission, authority, etc., made a part thereof as provided by law. For the purposes of the provisions of this section, "LDAF" should be considered a relative term and may refer to the management, operations, administration, an officer, employee and/or agent thereof.

"Loss" refers to measurable damage, injury, etc. to property or a person, the event or occurrence of which the LDAF has an actual or likely interest or could be affected thereby. For the purposes of the provisions of this section, property owned or controlled by the LDAF that is damaged, lost or stolen is a loss, as is breakdown damage to equipment that is owned or controlled by the LDAF.

"Accident" means a loss that is a result of one or more unplanned events that caused or contributed to the injury (including death) of a person or the damage of property.

"Person" refers to an individual who could be injured or otherwise adversely affected by the action of, or a failure to act by, the LDAF. For the purposes of the provisions of this section, a person may refer to a LDAF employee or other private citizen, corporation, or other entity.

"Property" means anything of value. For the purposes of the provisions of this section, the term "property" shall be given a broad interpretation and includes licensed and unlicensed motor vehicles, equipment, buildings and their contents, grounds, aircraft, watercraft, etc.; and also may refer to the property owned or controlled by the LDAF or another person.

"Claim" means a request, or an intended or anticipated request, to recover a loss.

“Settlement” refers to the value of a claim that has been determined or agreed upon by the LA ORM and/or the LDAF.

“Deductible” refers to the amount established by the LA ORM (typically \$1,000.00) that is subtracted from a settlement, the cost of which is borne by the LDAF.

4. General Provisions

A. Whenever there is a loss event (e.g., accident, theft of, or vandalism to LDAF property, etc.), it shall be reported promptly and the appropriate claim shall be processed, all in a manner consistent with the provisions of this section. In general, the LDAF employee who (1) possesses, controls, is assigned to, is assigned to the care or custody of, or has primary responsibility for the operation or function of, LDAF property which suffers or incurs a loss, or (2) discovers or is otherwise involved in a loss event, shall report the loss event in a manner consistent with the provisions of this section. For the purposes of the provisions of this section, such an employee may be referred to as the “principal employee” and an Assistant Commissioner may determine or otherwise designate one or more employee(s) as a “principal employee” with respect to a loss event.

B. Assistant Commissioners shall be responsible for the implementation of the provisions of this section as such relates to the employees, assets and resources of their respective Office; and, to the extent directed by the Agency Administrator, the Assistant Commissioner for the Office of Management and Finance shall be responsible for the implementation of the provisions of this section as such relates to the employees, assets and resources of the Executive Office.

C. To the extent that is reasonable and practicable, the appropriate supervisor(s) shall be notified promptly of a loss event. The immediate supervisor of, and the principal employee jointly are responsible for ensuring that (1) the requirements set forth in this section for reporting a loss event, etc., are followed and completed, and (2) any subsequent instructions, directives and requirements put forth by a Loss Claims administrator (e.g., obtaining and transmitting loss-related appraisal(s), photographs, police report, etc.) are accomplished promptly and completely.

D. With any loss event, there promptly shall be made an initial notification via email or fax transmission to Loss Claims (see paragraph E of this subsection) in order to give notice that a loss event occurred and to provide some general information concerning such. This will allow the appropriate Loss Claims administrator(s) to timely provide additional guidance, etc. on the matter.

E. Inquiries, clarifications, requests for information, and correspondence relating to the provisions of this section may be made by way of email to Loss Claims (as named on the LDAF ‘Outlook’ email address listing) or to LossClaims@LDAF.LA.GOV; fax transmission to (225) 922-1253 – Attention: Loss Claims; or U.S.P.S. mail to LDAF Loss Claims, P.O. Box 631, Baton Rouge, LA 70821-0631.

F. Although a loss event is to be reported promptly in a manner consistent with the provisions of

this section, the execution of any of the reporting procedures set forth herein is secondary to ensuring the immediate safety and well-being of the affected LDAF employee(s) and other person(s).

G. (1) Except whenever specific instructions set forth in this section require otherwise (see text in *italic print* in this section), the Safety Manager or designee shall act as the central repository for the original of all completed report forms, photographs, damage appraisals, and any other document which relates to a loss event. The Safety Manager or designee shall (1) promptly forward a copy of all such documentation and material (preferably in an electronic format via email) to Loss Claims and (2) retain the original of such documentation and material for no less than three years from the date of the subject loss event. When completed and favorably reviewed by the Safety Director, the Claims Coordinator shall promptly forward a copy (preferably in an electronic format via email) of the completed documentation and material to the Assistant Commissioner and, when necessary, the Office of Risk Management.

H. An electronic version of the forms specified or referenced in this section can be retrieved from the LA ORM Forms web page at- <http://doa.louisiana.gov/orm/lpforms.htm>. Relevant forms may be accessed under either heading for Claims Reporting or Safety / Loss Prevention. All such relevant forms also may be accessed in the 'Safety & Claims Documents' section on the Employees / Resources page of the LDAF web site.

Note: On some of the subject LA ORM forms there may be instructions with regard to the disposition or distribution of a completed form (e.g., that the form should remain at the location of the loss event or that it should be forwarded to the LA ORM), and that such instructions conflict with the instructions prescribed in this section. For the purposes of the provisions of this section, the instructions set forth in subparagraph G(1) above shall prevail. Notifications, reports, documentation, correspondence or other related communication required by the LA ORM shall be made only by the appropriate Loss Claims administrator, unless such administrator provides other instructions.

I. Photographs associated with most loss events (especially with regard to any loss relating to a motor vehicle) serve as valuable resource in investigating the event and processing a loss claim. Accordingly, obtaining pertinent, serviceable photographs (preferably in a digital format) that are related to a loss event shall be part of the loss reporting process unless the conduct of such is impracticable.

Note: With regard to photographs associated with a motor vehicle accident, in addition to the photographs of the actual damage, there also should be the '4 corner shots' in which the front of the vehicle and each of its sides are in two of the photographs, and the rear of the vehicle and each of its sides are in the other two photographs. If the license plate and LDAF unit numbers are not clearly discernible in those shots, broadside or rear-end photographs of the vehicle should be taken to capture those items (closely cropped photographs of the license plate or the unit numbers serve no purpose or benefit). Photographs of the accident scene also can be useful in processing a claim, particularly when an explanation of the 'view' of the photograph is included. Whenever practicable, photographs should be taken of the damage, etc. to the other vehicle(s) or property.

5. Claims Administration

A. The LDAF participates in the state of Louisiana's self-insurance program, the administration of which is controlled by the LA ORM. Multiple related claims can occur from a single loss event (e.g., an LDAF motor vehicle collides with a privately owned motor vehicle whereby both motor vehicles are damaged and both drivers sustain injuries) and, therefore, different claim processes (and LA ORM forms) may be required for reporting and/or processing a claim or claims for the loss event.

B. Although there is no deductible associated with the settlement of a general liability claim (i.e., a claim for a loss that is not incurred by the LDAF), whenever the amount of a settlement for a claim associated with the loss of LDAF owned or controlled property, equipment, motor vehicles, aircraft, etc. is equal to or less than the amount of the deductible, the LDAF bears the entire cost of the settlement. See subsection 9 for additional information with regard to reporting general liability claims.

C. As such relates to the proposed remediation or disposition of a claim (e.g., repair to motor vehicle damage, replacement of lost or stolen equipment, etc.) in which the expected source of funding for all or a portion of the settlement (including any deductible) is the responsibility of an Assistant Commissioner, no final action may be taken until and unless the subject Assistant Commissioner approves the expenditure of funds with regard thereto.

D. Although the LDAF encourages its employees to have honest, direct and relevant communication with others, every employee should be mindful that the determination of fault, liability or responsibility with regard to a loss event may not be evident, clear-cut or limited. Accordingly, a LDAF employee shall not admit to any fault, liability or responsibility on the part of the LDAF, nor assign fault to another person, nor agree or attempt to negotiate the settlement of a claim. The requirements set forth in this provision shall not be construed to hamper or obstruct any official investigation or judicial inquiry that may occur, the purpose of which is to investigate and/or determine the facts and circumstances with regard to the loss event. Accordingly, an employee shall cooperate fully and be forthcoming and straightforward with proper authorities regarding her/his knowledge and actions with respect to the loss event.

6. Loss Relating to Motor Vehicle

A. Except as otherwise provided for in this subsection, whenever a motor vehicle, licensed or otherwise, that is owned or controlled by the LDAF (or a privately owned motor vehicle that is duly authorized for use during the course and scope of the business or operations of the LDAF) sustains a loss (e.g., traffic accident, theft, burglary, vandalism, other damage, etc.), the principal employee (e.g., driver, assigned operator, etc.) promptly shall complete all applicable portions of form DA 2041 ACCIDENT REPORT – LOUISIANA STATE DRIVER SAFETY PROGRAM. Additional information (e.g., supplementary narrative, sketch, explanation of photographs taken, and/or other relevant details) can be recorded on a separate sheet of paper and made a part of the report.

In the space for item #23 of said report, the LDAF unit number always shall be included. All licensed motor vehicles owned or controlled by the LDAF shall carry such forms, which can be obtained through the LDAF Transportation Coordinator's office (see paragraph 4(H) for additional information on obtaining forms).

The Safety Manager or designee shall (1) promptly forward a copy of all such documentation and material (preferably in an electronic format via email) to Loss Claims and (2) retain the original of such documentation and material for no less than three years from the date of the subject loss event. When completed and favorably reviewed by the Safety Director, the Claims Coordinator shall promptly forward a copy (preferably in an electronic format via email) of the completed documentation and material to the Assistant Commissioner and, when necessary, the Office of Risk Management. See additional reporting requirements in paragraph 8(F) whenever there is an injury to a (duly authorized or otherwise) guest passenger.

Note: It generally is recognized that form DA 2041 is designed to record information that essentially relates to a traffic accident, and may not readily accommodate all the information that is associated with different types of loss events involving a motor vehicle. Nonetheless, form DA 2041 can be used to capture basic information that, along with other information that is recorded on one or more additional sheets and submitted, may be used to record pertinent facts and investigative findings and to commence the claim process.

B. Whenever possible and always if required by law, the loss event also should be reported immediately to the appropriate public safety agency (e.g., State Police, Sheriff's Office, Police Department, Fire Department, etc.) so that the matter is investigated and a case report completed and filed. A copy of that agency's case report when made available shall be obtained by the principal employee without delay and promptly forwarded to the Safety Manager or designee who shall (1) promptly forward a copy (preferably in an electronic format via email) to Loss Claims and (2) retain the original of such documentation and material for no less than three years from the date of the subject loss event. When completed and favorably reviewed by the Safety Director, the Claims Coordinator shall promptly forward a copy (preferably in an electronic format via email) of the completed documentation and material to the Assistant Commissioner and, when necessary, the Office of Risk Management.

C. Whenever a loss is the sole result of breakage (e.g., crack, chip, pit, etc.) to the windshield of a LDAF owned or controlled motor vehicle (and no other damage to the motor vehicle is related to the subject loss), the loss event shall be reported on form DA 2073 VEHICLE GLASS REPAIR / REPLACEMENT LOSS NOTICE. The original of the executed form should not be forwarded to the subject Safety Manager, but shall be processed by way of the employee's customary motor vehicle maintenance and repair procedures.

D. Whenever a loss is the sole result of breakage (e.g., crack, chip, pit, etc.) to the windshield of a motor vehicle not owned or controlled by the LDAF (and no other damage to the motor vehicle is related to the subject loss), the loss event shall be reported on form DA 2073 VEHICLE GLASS REPAIR / REPLACEMENT LOSS NOTICE. The original of the executed form and photographs, etc. (preferably in an electronic format via email) shall be forwarded promptly to Loss Claims for review and processing, and to be retained thereat for no less than three years

from the date of the loss event.

7. Loss Relating to Building, Contents, Equipment Breakdown, Other Property, etc.

A. Whenever there is a loss (e.g., damage as a result of fire, weather, flood, vandalism, burglary, etc.) relating to a LDAF owned or controlled building, its contents or furnishings, or any breakdown damage to the building-related equipment (e.g., HVAC system or computer damage due to electricity spike or lightning strike), or any other LDAF equipment, supplies, etc. (e.g., tool, weapon, computer, meter, measuring device, etc.), a written report on the loss event shall be made promptly to Loss Claims (preferably by e-mail). The report should include, but not be limited to, the date, time and location of the loss event, a description of the damage and its cause, any action in response made by any public safety agency (e.g., law enforcement investigation, fire suppression, etc.), any remedial action taken (e.g., efforts to fix the problem or improve the situation), and any other relevant information which may facilitate the handling of the claim.

B. Whenever any such loss event is, presumed or likely to be the result of criminal activity, the loss event also shall be reported immediately to the appropriate law enforcement agency so that the matter is investigated and a case report completed and filed. A copy of that agency's case report when made available shall be obtained by the principal employee without delay and promptly forwarded to Loss Claims for review and processing, and to be retained thereat for no less than three years from the date of the loss event.

The LOUISIANA STATE PROPERTY 1ST PARTY LOSSES report form shall be used to report the details of any loss event subject to the provisions of this subsection.

When completed and favorably reviewed by the Safety Director, the Claims Coordinator shall promptly forward a copy (preferably in an electronic format via email) of the completed documentation and material to the Assistant Commissioner and, when necessary, the Office of Risk Management. The Safety Manager or designee shall retain the completed documentation and material for no less than three years from the date of the loss event.

8. Loss Relating to an Injury

A. Provisions relating to the administration of first aid are set forth in the First Aid Plan, subsection 3 of Section XI EMERGENCY RESPONSE PLANS.

B. Whenever an employee is injured in the workplace or anywhere while performing a task, duty or assignment in the course and scope of the business or operations of the LDAF, the employee promptly shall report the injury to her/his supervisory staff. Although the injury is to be reported promptly in a manner consistent with the provisions of this subsection, the execution of any reporting procedure set forth herein is secondary to ensuring the immediate safety and well-being of the injured employee.

C. As soon as it can be practicably accomplished after the occurrence of the employee's injury, there promptly shall be made by the injured employee's supervisory staff (the immediate supervisor on duty at the time of the injury is preferred) an initial notification of the employee's

injury via email to Loss Claims in order to give notice that a loss event occurred and to provide general information concerning the matter (including, but not limited to, the employee's name, the date, time and location at which the injury occurred, extent of injury, and any medical care provided and/or sought). In some instances, a telephone call or other communication to the Human Resources office relating to the injury is made prior to the initial email notification (e.g., whenever an employee is seriously injured and/or is seeking or undergoing immediate medical care), however, any such call to the Human Resources office shall not relieve the supervisory staff of their responsibility to effect the initial email notification to Loss Claims as required herein.

D. (1) Whenever a LDAF employee in the course and scope of her/his duty is injured, she/he (and her/his supervisory staff) shall comply with the provisions of the relevant policies and procedures that are administered by the Human Resources office, the application of which, with respect to the completion and submission of the requisite workers' compensation claim report, is set forth herein. Said report form (DA 1973 styled- EMPLOYER REPORT OF INJURY / ILLNESS) can be accessed in the 'Safety & Claims Documents' section on the Employees / Resources page of the LDAF web site. (Note: On the top right-side corner of the DA 1973 form is a box styled- Employee Social Security Number. Please leave it blank. HR will complete that information after it receives the report, but prior to its submission to the LA ORM.)

(2) So as to meet the LA ORM reporting requirements administered by the Human Resources office, Assistant Commissioners shall ensure that a completed DA 1973 is presented to the Human Resources office by said supervisory staff as soon as possible within two days (exclusive of Saturdays, Sundays and public legal holidays) of the day on which the employee was injured or the injury is reported by the employee. Optimally, whenever practicable, the completed DA 1973 should be presented to the Human Resources office as soon as possible on the initial day on which the employee was injured or the injury is reported by the employee. Likewise, said supervisory staff shall forward a copy of the completed DA 1973 (preferably in an electronic format via email) to the subject Assistant Commissioner, and to the Safety Director who shall review such for continuity with the corresponding DA 2000 report required in paragraph 8(E) below.

E. (1) It is likely that if a LDAF employee is injured on the job, it is the result of an *accident*, that is, a loss that is a result of one or more unplanned events that caused or contributed to the injury of the employee (e.g., a trip and fall with an injury sustained by the employee, any injury sustained by a LDAF employee involved in a traffic accident, etc.). Accordingly, in addition to any other form, notification or documentation required by this section or the Human Resources office to report such a loss event, the accident shall be investigated promptly and thoroughly, the details of which reported accurately and completely on form DA 2000 styled- STATE EMPLOYEE INCIDENT / ACCIDENT INVESTIGATION FORM, which can be accessed in the 'Safety & Claims Documents' section on the Employees / Resources page of the LDAF web site. The form shall be completed in its entirety, including the portion styled – MANAGEMENT SECTION. Notations such as N/A (not applicable) are not acceptable. The Safety Manager of the principal employee or the Safety Manager's designee shall (1) promptly forward a copy of all such documentation and material (preferably in an electronic format via email) to Loss Claims and (2) retain the original of such documentation and material for no less than three years from

the date of the loss event. When completed and favorably reviewed by the Safety Director, the Claims Coordinator shall promptly forward a copy (preferably in an electronic format via email) of the completed documentation and material to the Assistant Commissioner.

(2) Whenever a LDAF employee is injured in a motor vehicle accident, the investigation of which is made by the appropriate law enforcement agency and the details of which are duly recorded on a State of Louisiana Uniform Motor Vehicle Traffic Crash Report, such report may be substituted for the DA 2000 report required in subparagraph (E)(1). See subsection 6 (Loss Relating to Motor Vehicle) for additional information.

F. An injury that is sustained by a person other than a LDAF employee (e.g. duly authorized or otherwise guest passenger in a LDAF owned or operated motor vehicle, a visitor or client to a LDAF facility, etc.) as a result of an accident, the occurrence of which the LDAF has an actual or likely interest or could be affected thereby, shall be investigated promptly and thoroughly, the details of which reported accurately and completely on form DA 3000 styled- VISITOR / CLIENT ACCIDENT REPORTING FORM. In addition thereto, there shall be made promptly an initial notification of the person's accident and injury via email or fax transmission to Loss Claims in order to give notice that a loss event occurred and to provide some general information concerning the matter. The Safety Manager of the operating area where the injury occurred or designee shall promptly forward a copy of all such documentation and material (preferably in an electronic format via email) to Loss Claims and (2) retain the original of such documentation and material for no less than three years from the date of the loss event. When completed and favorably reviewed by the Safety Director, the Claims Coordinator shall promptly forward a copy (preferably in an electronic format via email) of the completed documentation and material to the Assistant Commissioner and, when necessary, the Office of Risk Management.

9. Other Loss Event Which May Result in a General Liability Claim

A. A general liability claim is a claim for a loss that is not incurred by the LDAF, but in which the LDAF has an actual or likely interest or could be affected thereby. Examples of when a general liability claim may arise include a loss event in which (1) the property (e.g., motor vehicle, fence, etc.) of another person sustains a loss as a result of a collision with a motor vehicle that is owned or controlled by the LDAF (see paragraph 6(A) for related reporting requirements), (2) a crack, chip, pit, etc. to the windshield of another person's motor vehicle occurs as the result (or likely result) of some LDAF-related activity or involvement (see paragraph 6(D) for related reporting requirements), and (3) an injury is sustained by a visitor or client who trips and fall while at a LDAF facility, or who is a guest passenger (duly authorized or otherwise) in a LDAF owned or operated motor vehicle that is involved in a traffic accident (see paragraph 8(F) for related reporting requirements).

B. Except for loss events in which reporting an attendant general liability claim is provided for in the appropriate form (i.e., DA 2041, DA 2073, and DA 3000), whenever there is a loss event in which a general liability claim may arise, such loss event shall be investigated promptly and thoroughly by the principal employee, the details of which reported on form DA 2065 styled- GENERAL LIABILITY CLAIM REPORTING FORM. When completed, the original of the form (preferably in an electronic format) shall be forwarded promptly to Loss Claims for review

and processing, and to be retained thereat for no less than three years from the date of the loss event.

C. Whenever possible and always if required by law, the loss event also shall be reported immediately to the appropriate public safety agency (e.g., State Police, Sheriff's Office, Police Department, Fire Department, etc.) so that the matter is investigated and a case report completed and filed. A copy of that agency's case report when made available shall be obtained by the principal employee without delay and promptly forwarded to Loss Claims for review, processing and to be retained thereat for no less than three years from the date of the loss event.

ACCIDENT REPORT
LOUISIANA STATE DRIVER SAFETY PROGRAM

Submit report to ORM
within 48 hours of accident

SUPERVISOR TO COMPLETE FIRST 4 ITEMS	1. Agency Name	2. Person to Contact	3. Phone [] -	4. Loc. Code
	5. State Vehicle Driver's Name	6. Driver's Personnel No.	7. Date of Accident / /	8. Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM
9. Exact Location of Accident (Use street markers, mileage markers, etc., to pinpoint location)				

10. DESCRIBE HOW ACC. HAPPENED	
11. Seat Belt in Use <input type="checkbox"/> Yes <input type="checkbox"/> No	

STATE VEHICLE INFORMATION				
If other than vehicle damage, fill in as much as possible under "Other Vehicle" section substituting property owner information for vehicle driver.				
12. State Vehicle Driver's Address (Street No.)		City	State	Zip Code
			13. Home Phone [] -	14. Work Phone [] -
15. Driver's License No.	16. Age	17. Sex <input type="checkbox"/> M <input type="checkbox"/> F	18. Vehicle's Owner's Name and Address	
19. Year Vehicle	20. Make Vehicle	21. Model Vehicle	22. Body Type	23. Vehicle Lic. No. / Equip No. / VIN
24A. Where can the Vehicle be Seen ?		24B. Describe Damage		

OTHER VEHICLE INFORMATION				
If more than one vehicle is involved, submit additional sheet with information on other vehicle(s).				
25. Other Vehicle Driver's Name		26. Driver's Social Security No. - -	27. Driver's License No.	28. Age
				29. Sex <input type="checkbox"/> M <input type="checkbox"/> F
30. Other Vehicle Driver's Address (Street No.)		City	State	Zip Code
			31. Home Phone [] -	32. Work Phone [] -
33. Vehicle Owner's Name and Address (Street No.)		City	State	Zip Code
34. Year Vehicle	35. Make Vehicle	36. Model Vehicle	37. Body Type	38. Vehicle I.D. No. or Lic. No.
				39. Where can the vehicle be seen ?
40. Other Vehicle Insurance Co.				41. Policy No.
42. Describe Damage				43. Estimated Amount \$.

INJURED				
44. Name and Address	45. Phone [] -	46. PED <input type="checkbox"/>	47. Ins. Veh. <input type="checkbox"/>	48. Other Veh. <input type="checkbox"/>
				49. Police Investigated ? <input type="checkbox"/> Yes <input type="checkbox"/> No
44. Name and Address	45. Phone [] -	46. PED <input type="checkbox"/>	47. Ins. Veh. <input type="checkbox"/>	48. Other Veh. <input type="checkbox"/>
				49. Type Report <input type="checkbox"/> State <input type="checkbox"/> Sheriff <input type="checkbox"/> City
44. Name and Address	45. Phone [] -	46. PED <input type="checkbox"/>	47. Ins. Veh. <input type="checkbox"/>	48. Other Veh. <input type="checkbox"/>
				49. Report No. (Item No.)

WITNESSES OR PASSENGERS				
50. Name and Address	51. <input type="checkbox"/> Witness <input type="checkbox"/> Passenger	52. Phone [] -	53. PED <input type="checkbox"/>	53. Ins. Veh. <input type="checkbox"/>
				53. Other Veh. <input type="checkbox"/>
50. Name and Address	51. <input type="checkbox"/> Witness <input type="checkbox"/> Passenger	52. Phone [] -	53. PED <input type="checkbox"/>	53. Ins. Veh. <input type="checkbox"/>
				53. Other Veh. <input type="checkbox"/>
54. State Driver's Signature		55. Name of Driver's immediate Supervisor and Phone No. [] -		

VEHICLE GLASS REPAIR / REPLACEMENT LOSS NOTICE (DA 2073)

AGENCY'S NAME		COMPLETE IF DIFFERENT FROM AGENCY NAME VEHICLE OWNER'S NAME	
ADDRESS			
		ADDRESS	
CONTACT PERSON'S NAME		PHONE NUMBER [] -	
DATE OF BREAKAGE	TIME AM <input type="checkbox"/> PM <input type="checkbox"/>	DATE REPORTED	WORK PHONE [] - HOME PHONE [] -
REPORTED TO		PHONE NUMBER [] -	LOCATION OF VEHICLE
LOCATION CODE	CHECK ONE <input type="checkbox"/> STATE VEHICLE <input type="checkbox"/> OTHER		

VEHICLE INFORMATION

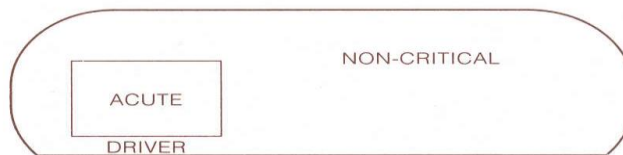
YEAR	MAKE	MODEL	BODY STYLE	LIC. / EQUIPMENT NO.	VIN
DID BREAKAGE OCCUR DUE TO ACCIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO		MOTOR VEHICLE ACCIDENT REPORT ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> GLASS DAMAGED <input type="checkbox"/> REPLACEMENT _____ <input type="checkbox"/> REPAIR	

DESCRIBE HOW BREAKAGE OCCURED

DAMAGED AREA INSPECTED BY	PHONE NUMBER [] -	DATE / /
---------------------------	-------------------------------	-----------------

IF WINDSHIELD, CIRCLE THE TYPE OF DAMAGE AND INDICATE LOCATION ON DIAGRAM

1. STAR BREAK ✱
2. BULL'S EYE ●
3. HALFMOON ◐
4. CRACKED ~
5. PITTED
6. SHATTERED



COMMENTS

SIGNATURE OF AGENCY REPRESENTATIVE	DATE / /
------------------------------------	-----------------

Louisiana State Property 1st Party Losses

Buildings, Contents, Equipment Breakdown, Employee Bond and Crime Losses

Agency Name: _____ ORM Agency Location Code: _____

Agency Contact: _____

Name, Phone, Fax, and Email

Date of Loss: _____ Time of Loss: _____ Date reported to ORM: _____

State ID/Slab Building # (Facility Management#): S _____ or L _____

Site Code #: _____

Location of Loss: _____

Street, City, Zip Code, Parish

Type of Loss: ☐ Fire ☐ Theft ☐ Lightning ☐ Hail ☐ Flood ☐ Wind ☐ Other

Explain Other: _____

Does this loss involve a hurricane? Yes ☐ No ☐

If yes name of hurricane: _____

Estimated amount of loss to exceed \$1,000.00? Yes ☐ No ☐

Description of Loss & Damage:

Enclose all supporting documents of your loss, including any information on a 3rd party. Also, include asset management/LPAA print out sheet.

Contents/movable property list age or date of purchase: _____

Reported By: _____ Phone: _____

**EMPLOYER REPORT
OF
INJURY / ILLNESS
LDOL-WC-1007**

Employee Social Security Number
Employee UI Account Number
Employer Federal ID Number
Location Code

**This report is completed by the Employer for each injury/illness identified by them or their employee as occupational.
A copy is to be provided to the employee and the insurer immediately. Forms for cases resulting in more than 7 days of disability or death are to be sent to the OWCA by the 10th day after the Incident or as requested by the OWCA.**

PURPOSE OF REPORT: (Check all that apply)

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> More than 7 days of disability | <input type="checkbox"/> Possible dispute | <input type="checkbox"/> Medical Only |
| <input type="checkbox"/> Injury resulted in death | <input type="checkbox"/> Lump Sum Compromise/Settlement | (no copy needed by OWCA) |
| <input type="checkbox"/> Amputation or disfigurement | <input type="checkbox"/> Other | |

1. Date of Report MM/DD/YY	2. Date / time of injury: MM/DD/YY Time <input type="checkbox"/> AM <input type="checkbox"/> PM	3. Normal Starting Time Day of Accident: <input type="checkbox"/> AM <input type="checkbox"/> PM	4. If Back to Work Give Date MM/DD/YY	5. At same Wage? <input type="checkbox"/> Yes <input type="checkbox"/> No	DO NOT WRITE IN THIS COLUMN
6. If Fatal injury, Give Date of Death: MM/DD/YY	7. Date Employer Knew of injury: MM/DD/YY	8. Date Disability began: MM/DD/YY	9. Last Full Day Paid MM/DD/YY	Date Received	
10. Employee Name: First Middle Last			11. <input type="checkbox"/> Male <input type="checkbox"/> Female	12. Employee Phone # () -	S.I.C.
13. Address and Zip Code				14. Parish of Injury	State-Parish
15. Date of Hire	16. Age at illness/injury	17. Occupation	18. Dept./Division Employed:	Occupation	
19. Place of Injury-Employer's Premises ? <input type="checkbox"/> Yes <input type="checkbox"/> No		20. If No, indicate Location-Street, City, Parish and State			Nature
21. What work activity was the employee doing when the incident occurred ? (Give weight, size and shape of material or equipment involved. Tell what he was doing with them. Indicate if correct procedures were followed.)					Part of Body
					Source
					Event
					NCC:
22. What caused the incident to happen? (Describe fully the events which resulted in injury or disease. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led to or contributed to this injury or illness.)					
23. Part of body injured and Nature of Injury or Illness(ex. left leg: multiple fractures)					24. If Occ. Disease- Give Date Diagnosed
25. Physician and Address street city state zip			26. If Hospitalized, give name & address of facility		
27. Employer's Name			28. Person Completing This Report – Please print		
29. Employer's Address street city state zip			30. Employer's Telephone Number () -		
31. Employer's Mailing Address – If Different From Above city state zip			32. Nature of Business – Type of Mfg., Trade, Construction, Service, etc.		
33. Wage Information Employee was paid <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other The average weekly wage was \$ per week.					
34. Verification of Employer Knowledge of this Report. Name: Title: Date:					OFFICE OF RISK MANAGEMENT P.O. Box 91106 Baton Rouge, LA 70821-9106 Phone No. (225) 219-0168
DA 1973 R 8/98					

EMPLOYER CERTIFICATE OF COMPLIANCE

You must submit this Certification to your workers' compensation insurer. Failure to submit this Certification as required may result in your being penalized by a fine of \$500, payable to your insurer.

You must secure workers' compensation for your employees through insurance or by becoming an authorized self-insured. If you fail to provide security for workers' compensation, you must pay an additional 50% in weekly benefits to your injured workers.

If you willfully fail to provide security for workers' compensation, then you are subject to a fine of up to \$ 10,000, imprisonment with or without hard labor for not more than 1 year, or both. If you have been previously fined and again fail to provide security for workers' compensation, then you are subject to additional penalties, including a court order to cease and desist from continuing further business operations.

You must not collect, demand, request, or accept any amount from any employee to pay or reimburse for the workers' compensation insurance premium. If you violate this provision, you may be punished with a fine of not more than \$500, or imprisoned with or without hard labor for not more than one year, or both.

It is unlawful for you to willfully make, or to assist or counsel someone else to make, a false statement or representation in order to obtain or to defeat workers' compensation benefits. If you violate this provision, you may be fined up to \$10,000, imprisoned with or without hard labor for up to 10 years, or both depending on the amount of benefits unlawfully obtained or defeated. In addition to these criminal penalties, you may be assessed a civil penalty of up to \$5,000.

EMPLOYER CERTIFICATION

I certify that I can read the English language, that I have read this entire document and understand its contents, and that I understand I am held responsible for this information. I certify my compliance with the Louisiana Workers' Compensation Act.

Preparer Name (PRINT)

Signature

Date

Company Name

Company Address

()

Phone Number

Insurance Policy Number

Employee Name

Employee Social Security Number

MANAGEMENT SECTION

16. NAME OF PERSON COMPLETING THIS SECTION OF REPORT _____
17. POSITION/TITLE _____
18. IS THE PERSON COMPLETING REPORT TRAINED IN ACCIDENT INVESTIGATION ____ Y ____ N
19. WAS EQUIPMENT INVOLVED ____ Y ____ N (If no, skip to question 20)
- A. TYPE OF EQUIPMENT _____
- B. IS THERE A JSA FOR EQUIPMENT ____ Y ____ N
- C. DATE LAST JSO PERFORMED _____
20. HAVE SIMILAR ACCIDENT/INCIDENTS OCCURRED ____ Y ____ N
21. DID INCIDENT INVOLVE SAME INDIVIDUAL ____ Y ____ N
22. SAME LOCATION ____ Y ____ N
23. WAS THE SCENE VISITED DURING THE INVESTIGATION ____ Y ____ N
- A. DATE & TIME _____
- B. ARE PICTURES AVAILABLE ____ Y ____ N
- C. IF NO, REASON FOR NOT VISITING _____

ROOT CAUSE ANALYSIS

UNSAFE ACT (PRIMARY): ☐ Failure to comply with policies/procedures ☐ Failure to use appropriate equipment/technique ☐ Inattentiveness
☐ Inadequate/lack of JSA/standards ☐ Incomplete or no policies/procedures ☐ Inadequate training on policies/procedures ☐ Inadequate adherence of policies/procedures

Other (specify) _____

Detailed explanation of checked box _____

WHY WAS ACT COMMITTED:

UNSAFE CONDITION (PRIMARY): ☐ Inappropriate equip/tool ☐ Inadequate maintenance ☐ Inadequate training ☐ Wet surface
☐ Worn/broken/defective building components ☐ Broken equipment ☐ Inadequate guard ☐ Electrical hazard ☐ Fire Hazard

Other (specify) _____

Detailed explanation of checked box _____

WHY DID CONDITION EXIST:

CONTRIBUTORY FACTORS (IF ANY):

IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE:

LONG RANGE ACTION TO BE TAKEN:

WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENCE:

**OFFICE OF RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION
VISITOR/CLIENT ACCIDENT REPORTING FORM
General Liability Claims – For Agency Use Only**

(DA 3000)

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE _____

2. DATE and TIME of ACCIDENT _____

3. VISITOR/CLIENT NAME _____

4. VISITOR/CLIENT ADDRESS _____

5. CLAIMANT'S TELEPHONE # _____

6. CLAIMANT DETAIL DESCRIPTION OF HOW ACCIDENT OCCURRED

7. DID THE EMPLOYEE ASK THE CLAIMANT IF HE/SHE WAS INJURED? ___Y ___N

8. DID THE CLAIMANT VERBALLY EXPRESS AN INJURY TO ANY PART OF HIS/HER BODY? ___Y ___N

**9. IF THE CLAIMANT EXPRESSED AN INJURY, WHAT PART OF HIS/HER BODY DID THEY STATE WAS INJURED? PLEASE
BE SPECIFIC (I.E. RIGHT FOREARM, LEFT WRIST, LOWER RIGHT ABDOMEN)**

10. IF THE CLAIMANT EXPRESSED INJURY, WAS MEDICAL CARE OFFERED? ___Y ___N

11. DID THE CLAIMANT ACCEPT OR DECLINE MEDICAL CARE? ___ACCEPT ___DECLINE

12. WERE THERE WITNESS (ES) ___Y ___N

13. WITNESS'S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)

14. WITNESS STATEMENTS ATTACHED ___Y ___N

15. DETAIL DESCRIPTION OF ACCIDENT LOCATION _____

IS THIS LOCATION IN A ☐ STATE-OWNED OR ☐ LEASED BUILDING

16. DID THE PERSON CONDUCTING THE INVESTIGATION OBSERVE ANYTHING THAT WAS DIFFERENT THAN THE VISITOR'S/CLIENT'S/WITNESS'S ACCOUNT ___Y___N IF YES, WHAT

17. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION THAT IS APPLICABLE TO THE ACCIDENT: ☐ RAINING ☐ SUNNY ☐ CLOUDY ☐ FOGGY ☐ COLD ☐ HOT ☐ LIGHTING ☐ WIND
☐ OTHER WEATHER CONDITION _____ ☐ WEATHER NOT A FACTOR

18. CHECK THE APPROPRIATE BOX (S) THAT PERTAINS TO THE ACCIDENT: ☐ LIQUID ON FLOOR—TYPE OF LIQUID _____
☐ STAIRS ☐ PARKING LOT ☐ GARAGE ☐ SIDEWALK ☐ ELEVATORS ☐ GRATING
☐ SPONSORED ACTIVITY ☐ DORMITORY ☐ WAITING ROOM ☐ WALKWAYS ☐ RAILINGS ☐ FURNITURE
☐ FLOORING—DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX _____
☐ EQUIPMENT (SPECIFY TYPE) _____
☐ OTHER CONDITION _____

19. IF THE ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (i.e. furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF ACCIDENT AND NAME OF CLAIMANT. IF THE ITEM IS BROKEN OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING TAGGED. THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE CLAIMS UNIT. IF APPLICABLE, WAS THIS DONE Y___ N___

20. WAS THE CLAIMANT AUTHORIZED TO BE IN THIS AREA ___Y___N

21. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS REVELANT TO THE ACCIDENT ___Y___N IF YES, WAS A STATEMENT OBTAINED AND ATTACHED ___Y___N

22. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? ___Y___N

23. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? Y_____ N_____

24. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT

PLEASE DATE

GENERAL LIABILITY CLAIM REPORTING FORM

Date of Loss _____ Time _____ ORM Location Code _____

Names of All Parties Involved _____

Who was Notified? Police? _____ Agency? _____ Others? _____

Description of Incident and Action Taken:

(Attach additional information, official reports & photos [see next page])

Injury Information:

Type and extent of injury known: _____

Name of injured Party: _____ Phone _____

Address: _____ City/State _____

Name/Address of Attorney: _____

Damage to Others' Property:

Description of Property & Damage (Age/Make/Model/Cost of Repairs) _____

(Attach additional Information if available)

Name of Owner: _____ Phone _____

Address: _____ City/State _____

Witnesses:

Name: _____ Phone _____

Address: _____ City/State _____

Name: _____ Phone _____

Address: _____ City/State _____

Reported by: _____ **Date:** _____

Contact Person: _____ Phone _____

Use this form to report incidents affecting members of the general public or others while on State property which you believe could reasonably result in a claim against the State. Do not use for auto accidents or Workers Compensation claims.

SUGGESTIONS FOR REPORTING GENERAL LIABILITY CLAIM

Were photographs taken? Please include originals (photocopies are seldom adequate).

Was a police report / incident report created? Please include copy(ies).

The more detail you can supply, the better.

For example, when reporting **slip/trip and fall incidents**:

Was the claimant wearing glasses? What type of shoes? What kind of soles? Does claimant have any handicaps/disabilities? Was he/she on any medications? What kind of surface was claimant walking on? What was the lighting condition? Was surface wet or dry? Any debris present? Any defects? Surface irregularities?

For **stolen items**,

Were they secure? What kind of lock? Who has keys or access? Supply brand name, original cost, date of purchase.

For **damaged personal property**,

Give brand name, original cost, date of purchase, where can item be seen?

For **broken furniture etc**,

Was broken item removed from circulation? Was it stored for examination by investigator? Where stored? (*Do not repair or discard broken items involved in a claim until told to do so by ORM*)

Section IX. JOB SAFETY ANALYSIS

1. Job Safety Analysis, When Required

A job safety analysis is a procedure that is used to review work methods in order to identify hazards that could result in a workplace accident. In the manner set forth below, the LA ORM requires that a job safety analysis be performed on all jobs that have resulted in a death, accident trend, or a change in a job procedure or equipment that is assigned to an employee.

2. Job Safety Analysis Procedures

Step 1: Select the Job- In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered and are listed in order of importance.

1. Occurrence of Injuries: A job that has resulted in a death, or jobs that have produced an accident trend during the past three years shall be analyzed.
2. Frequency of Accidents: Jobs that repeatedly produce accidents are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. Potential Severity: Some jobs may not have a history of accidents but have the potential for severe injury or property damage. Simply put, the greater the potential severity, the greater a priority it is for a job safety analysis.
4. New Jobs or a Change in a Job: New operations created by changes in equipment or processes ostensibly do not have a history of accidents, but their accident potential should not be discounted. A job safety analysis shall be made on every new job that has a potential hazard, and should not be delayed until an accident or near-accident occurs.

Step 2: Perform the Analysis- The supervisor, or other qualified person selected by the subject operating area's Safety Manager, shall perform the job safety analysis using the Job Safety Analysis Worksheet (Form JSA-1-00), a copy of which is attached to this section or the form can be accessed at the LA ORM web page: http://doa.louisiana.gov/orm/word/JSA_Form.doc. The job safety analysis should be performed with the assistance of employees who regularly perform the task. The job being analyzed should be broken down into a sequence of steps in order to fully describe the job process. Two common errors to avoid are making the breakdown (1) too detailed so that an unnecessarily large number of steps result, or (2) too general that the essential steps are indistinguishable.

Generally, the job safety analysis should contain less than 12 steps. If more steps are needed, the job should be broken into separate tasks. A competent job safety analysis includes the following steps:

1. Selecting a qualified person to perform the analysis.
2. Briefing the employee demonstrating the task on the purpose of the analysis.
3. Observing the performance of the job, and breaking it into basic steps.
4. Recording and describing each step in the breakdown.
5. Reviewing the breakdown and description with the person who performed the task.

Note: It is recommended that the wording for each step begin with an action word such as, for example, *remove*, *open*, or *lift*.

Step 3: Identify Hazards- Hazards associated with each step should be identified. Suggested questions about each step of the operation may include:

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can the employee be caught in, by or between the objects?
3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
4. Can employees strain themselves by pushing, pulling, lifting, bending or twisting?
5. Is the environment hazardous to health (toxic gas, vapor, mist, fumes, dust, heat or radiation).

Using the Job Safety Analysis Worksheet, document the hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list may be developed through observation and discussion.

Step 4: Develop Solutions- Develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that were identified in the analysis are:

1. Find a new way to do the job. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method, and also consider work-saving tools and equipment.
2. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
3. Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that enable employees to perform the task without being exposed to the hazard.
4. Reduce the frequency of job. Often a repair or service job has to be repeated frequently because of another condition that needs correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that contributes to excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition. (Note: Reducing the number of times a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure, or both.)

In developing solutions, general precautions such as "be alert," "use caution," or "be careful" are inadequate. Solutions should state precisely what to do and how to do it. For example, the instruction "make certain the wrench does not slip or cause loss of balance," does not tell how to prevent the wrench from slipping. A good solution explains both "what" and "how." Such an example is, "Set wrench jaws securely on the bolt; test its grip by exerting slight pressure on it; and brace against something immovable, or take a solid stance with feet wide apart, before exerting slow, steady pressure."

Step 5: Conduct a Follow-up Analysis- No less than once per month, each supervisor should observe employees as they perform at least one job for which a job safety analysis was developed. The purpose of these observations is to determine whether or not the employees are doing the jobs in accordance with the safety procedures developed. The supervisor should review the job safety analysis before doing the follow-up review to reinforce the proper procedures that are to be followed.

Step 6: Use of the Job Safety Analysis- The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, whenever necessary, provide additional training.

New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis. New employees should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.

Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid the hazards.

Finally, the job safety analysis is an accident investigation tool that can be used to determine if proper procedures were followed or if the procedures should be revised.

Step 7: Record Keeping- Completed Job Safety Analysis Worksheets shall be retained within the work group's operating area that executed the document and should be made readily accessible to employees. An index naming the task, date the job safety analysis was completed, and date the analysis was revised also should be maintained. Although there is no recommended retention period for Job Safety Analysis Worksheets, a compilation of such documents provides an excellent resource for those who will perform a job safety analysis.

Note: The Safety Manager of the subject operating area promptly shall forward a copy of any job safety analysis conducted as a result of a death to Loss Claims upon its completion.

[illegible]

Section X. BLOOD BORNE PATHOGENS CONTROL

1. Exposure Control Plan

The intent of this section is to set forth guidelines that provide for the reduction or elimination of occupational exposure to human blood and other potentially infectious materials to LDAF employees. Accordingly, this exposure control plan emphasizes precautionary measures, exposure response, decontamination procedures, disposal of waste items, and blood borne pathogens (BBP) control training.

2. General Information

A. Illnesses related to BBP include Human Immunodeficiency Virus (HIV), Hepatitis B, Hepatitis C, Syphilis and Malaria.

B. As such relates to determining a risk level of exposure to BBP in the workplace, the mission and operations of the LDAF entail 'low risk' occupations, except for those employees who are Livestock Brand Inspectors duly commissioned pursuant to R.S. 3:734 and Forestry Officers duly commissioned pursuant to R.S. 3:4274.1. Said law enforcement officers shall be subject to all training requirements set forth by the LA ORM with respect to 'high risk' BBP exposure.

C. Provisions in the GSP relating to first aid are set forth in the First Aid Plan within Section XI EMERGENCY RESPONSE PLANS. Questions and inquiries with regard to BBP control should be directed to the Safety Manager Staff, which includes the First Aid Safety Manager.

3. Precautionary Measures

All body fluids should be considered infectious irrespective of the perceived health status of the source individual.

Whenever blood or other body fluids are present or anticipated, employees should (1) wear personal protective equipment (PPE) such as latex gloves, safety glasses, goggles, face shields, and aprons, and (2) utilize preventative techniques such as tongs, safe work practices and specialized equipment whenever possible.

4. Exposure Response

Although the likelihood of an employee being exposed to BBP in a LDAF workplace is remote, exposure hazards do occur. Whenever an employee has reason to believe that the precautionary measures she/he employed with regard to such a hazard have been compromised, the employee immediately shall wash her/his hands with antibacterial soap, flush her/his eyes and face with fresh water for several minutes, and/or take other hygienic measures. Afterwards, the employee shall notify the operating area's Safety Manager Staff of the BPP contamination event and await and comply with additional instructions if such are required, which may include a medical evaluation.

4. Decontamination Procedures

The Safety Manager Staff for a site-specific operating area shall ensure the ready availability of a BBP control kit that is kept in good order (i.e., fully stocked with up-to-date supplies). (Note: An inventory of kits and supplies shall be maintained in, and procured from LDAF Central Supply.)

Employees shall follow the manufacturer's instructions that are provided with the BBP control kit, which typically require the user to (1) restrict access to the area where the contamination occurred, (2) to wear necessary PPE, (3) use disposable supplies whenever possible, (4) use the appropriate decontamination solution for the task, (5) decontaminate the cleaning equipment used and non-disposable PPE, and (6) properly dispose of all waste items.

5. Disposal of Waste Items

All waste items which bear the possibility of BBP contamination shall be placed in a container that is closeable and constructed to contain the contents within and prevent leakage of fluids during handling, storage, transportation or shipping. The Safety Manager Staff for the subject operating area shall request specific instructions from the LDAF Facility Manager on the procedure that is to be used to dispose of such container, and shall proceed accordingly.

6. BBP Control Training

Low risk – All low-risk employees shall participate in a BBP awareness/training program within 90 days of employment. If there are no BBP events, the awareness/training shall be required every five years thereafter. If an Agency's unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days. Retain records for 5 years.

High risk - Workers with occupational exposure shall receive training within 90 days of hire and at least once per year thereafter. Training records shall be maintained for five years. Training for high-risk employees shall be instructor-led by someone qualified and knowledgeable in such matters.

Employees with job titles OR who perform job duties related to the following categories of workers shall be classified as high-risk: healthcare workers, lab technicians, police officers and others who carry weapons, first responders, wildfire firefighters, custodial staff (that may handle contaminated linen), kitchen staff (that may handle sharp equipment), public safety workers, plumbers, meat inspectors, shelter workers (disaster recovery), veterinarians and veterinarian technicians.

Note: To facilitate record keeping with respect to maintaining such training requirements current, Safety Manager Staff should consider selecting BBP control as an instructional topic for one safety meeting each year.

Section XI. EMERGENCY RESPONSE PLANS

1. Fire Safety Plan

A. Plan Responsibilities and Application

The LDAF Facility Manager shall be the Fire Safety Manager for the Fire Safety Operating Area which shall be comprised of all the properties, facilities, buildings and offices under the control of, and/or utilized by the LDAF and which are subject to the provisions of this plan. Whenever necessary for the purposes of this plan, the Agency Administrator shall provide for the selection and assignment of inter-Office Fire Safety Manager Staff for such properties, facilities, buildings and offices located remotely of the LDAF Headquarters Facility. Such inter-Office Fire Safety Staff, for the purposes of this plan, shall be under the functional supervision of the Fire Safety Manager.

The plan set forth herein shall have principal application within the Administrative Offices Building at the LDAF Headquarters Facility and, to the extent that such is reasonable and practicable to apply or adapt, said plan shall have general application for all other properties, facilities, buildings and offices under the control of, and/or utilized by the LDAF whenever a fire safety plan is required or desired. Nothing herein shall prohibit this fire safety plan from being supplemented for application or adaptation at said other properties, facilities, buildings and offices, however, any such supplemental provision shall have force and effect only after it is approved for implementation by the Fire Safety Manager.

B. Fire Safety Basics

While in the workplace, employees should be mindful of the existence and whereabouts of the fire alarm stations, evacuation routes (and maps), alternative exits and, along therewith, nearby fire extinguishers, the application and operation of which the employees should be familiar.

Note: A fire extinguisher is installed as emergency equipment within every licensed motor vehicle which comprises the LDAF fleet.

Training with regard to the application and operation of a site-specific fire extinguisher shall be authorized only by the LDAF Facility Manager, who shall assign a member of her/his staff to conduct the training. The LDAF Transportation Coordinator shall provide for training with regard to the application and operation of a vehicle-installed fire extinguisher upon the assignment of a licensed motor vehicle.

Without any exception whatsoever, whenever evidence of any fire is discovered by an employee, she/he immediately shall activate (set off) the emergency alarm system by use of the nearest fire alarm station.

If the fire is small and seemingly controllable (e.g., wastebasket fire), it is likely an employee may put out the fire with the use of a fire extinguisher. However, this should be attempted only

if such can be accomplished without any risk of injury to the employee and after the emergency alarm system has been activated. Should the fire be extinguished, the employee promptly shall call an appropriate authority (e.g., HQ Security Desk by dialing telephone number 6666, facility manager, local fire department, etc.) and provide additional information concerning the incident. If the fire is not suppressed by use of the fire extinguisher, the employee and others immediately shall evacuate. (Note: Whenever a water sprinkler system activates, the employee should discontinue any attempt to suppress the fire by fire extinguisher, and immediately evacuate.)

Otherwise, upon activating the emergency alarm system, the employee then shall evacuate the building. If such can be done prior to evacuation without any risk of injury to the employee, the employee should make a notification to an appropriate authority as to the cause for the emergency alarm.

Note: The telephone number 6666 is for use only within the operating areas of the LDAF Headquarters Facility and, thus, does not require the dialing of any prefix code. This telephone number supplements the published telephone number for the Security Desk and is intended to facilitate its ready recall and the dialing of the Security Desk telephone number in an emergency or panic situation.

C. Emergency Alarm System

The Administrative Offices Building is equipped with an emergency alarm system which features clearly marked (predominantly red in color) wall-mounted fire alarm stations, any of which can be activated to give warning of a fire hazard within the building. In addition to a fire sprinkler system, the building is equipped with strategically located smoke/heat sensing devices which engage the emergency alarm system whenever it detects such a hazardous condition. The alarm signal consists of both a visual signal (flashing white light) and a distinctive audible signal.

D. Emergency Alarm Response

As such relates to an emergency alarm, the Fire Safety Manager shall plan, direct and control the LDAF's response to any event or incident in which the conduct of an evacuation order or a directive to 'shelter-in-place' (typically used for impending severe weather impact, or outdoor inhalation hazard warning) is undertaken or otherwise contemplated. For the purposes of this plan, the Fire Safety Manager may designate certain employees (e.g., Maintenance Section staff, Security Officers, duly commissioned LDAF law enforcement officers, etc.) to perform relevant tasks, duties and responsibilities in order to effect the provisions set forth herein, and whenever acting with such authority, those employees shall be deemed Fire Safety Manager Staff. Accordingly, employees shall comply with the commands and directions given by any Fire Safety Manager Staff, which includes any employee serving as Fire Warden Staff.

E. Evacuation

Note: At all times material to this Fire Safety Plan, any evacuation of the occupants of a building in response to an emergency alarm signal puts the occupants at an increased risk of injury or illness due to a slip or trip and fall accident, elevated stress level, or other factors relating to each

individual's health and physical condition. Therefore, all persons subject to this plan shall exercise due caution and care for the safety and well-being of themselves and others whenever there is an evacuation event.

Any emergency alarm shall be regarded by the employees as though an actual fire (or other emergency situation) in fact exists. Employees should be familiar with, and rely on the evacuation route maps that are conspicuously posted throughout the building by the LDAF Facility Manager. All employees and visitors (if capable of completing the evacuation) promptly shall evacuate the building whenever an alarm is activated and shall not return to the operating area until such is authorized by the Fire Safety Manager. While exiting the operating area, employees other than Fire Warden Staff, shall not turn off any office or area lights, which shall be accomplished by the Fire Warden Staff, but only after assuring the subject office or area is vacant of all persons.

To the extent which is reasonable and practicable, employees shall provide aid to any person who may require assistance to evacuate the building due to impairment or other limitation, or otherwise shall provide aid to such person to evacuate to a safe haven.

Note: Given that the building consists of only two floors, it is presumed all the occupants of the first floor are capable of completing the evacuation and, for that reason, no safe haven is designated for the first floor. Whenever there exists a need to provide a safe haven for an individual who is incapable of completing an evacuation from the Executive Offices on the second floor, the exterior catwalk located outside the rear emergency exit within the Legal Division offices shall be deemed a safe haven and the Fire Safety Manager shall provide for their safety and well-being.

Employees evacuating the building shall proceed quietly, directly, without delay and cautiously to the muster area so designated for their operating area. (Note: A muster area is a predestined, least-risk location to which the employees proceed subsequent to an emergency alarm, and then gather together to await further information and instructions. The Fire Safety Manager shall provide for the designation and availability of all muster areas.) Use of the elevator to evacuate the building is manifestly unsafe and shall not be authorized for evacuation purposes inasmuch as the elevator (1) may fail to operate properly, thus placing the occupants in peril, or (2) likely will be taken out of general service during the event for the exclusive use by emergency personnel.

During the course of the evacuation event, the Fire Safety Manager shall provide positioning of Fire Safety Manager Staff in key positions around the building (e.g., hallways, exits, muster areas, etc.) to facilitate, direct and ensure an orderly, timely, safe and complete evacuation of the building.

The Fire Safety Manager, from time-to-time (and no less than annually) and upon the approval of the Agency Administrator, shall conduct an evacuation drill and, prior thereto, provide for its successful implementation. *The Fire Safety Manager shall document the conduct of any emergency-related evacuation or evacuation drill, and shall retain all such documentation for no less than three years from the date of the evacuation, during which time it shall be made available for inspection upon the request of any proper authority (e.g., ORM auditor, State Fire*

Marshal, etc.).

F. Fire Warden Staff

To provide for the orderly, timely, safe and complete evacuation of each site-specific operating area, the subject Assistant Commissioner shall select and assign key and capable employees to serve as Fire Warden Staff, in particular the Fire Warden and a sufficient number as Assistant Fire Wardens so that it is likely that a Fire Warden Staff member is present in the operating area during regular business hours. It is intended that the Fire Warden be the principal point of contact for the Fire Safety Manager and shall have primary responsibility for conducting the duties set forth in or otherwise contemplated by this plan, and it is intended that the Assistant Fire Warden aids the Fire Warden with such duties or serves in her/his absence. A current listing of all Fire Warden Staff selected by an Assistant Commissioner shall be submitted to the Fire Safety Manager who shall provide for their training, and direction during an emergency situation.

It shall be the duty of the Fire Warden Staff, to the extent that is reasonable and practicable, to ensure that every person evacuated the subject operating area in response to an emergency alarm. During the course of any such evacuation, all employees shall comply with the commands and directions given by the Fire Warden Staff.

If such can be done prior to his or her own evacuation of the operating area and without any risk of personal injury, a telephone call should be placed by the subject Fire Warden Staff to the Security Desk at telephone number 6666 so as to provide the Security Officer with any special information concerning the conduct of the evacuation (e.g., the location and condition of any person that is incapable of completing the evacuation, or who fails to participate in the evacuation). If convenient and can be accomplished without personal risk of injury, the Fire Warden Staff may elect to make any such notification to the Security Desk in person prior to her/his evacuation or, if more convenient, to an available Fire Safety Manager Staff member.

For the purposes of this plan, any Security Officer (or duly commissioned LDAF law enforcement officer) shall be deemed Fire Warden Staff and may be called upon to ensure (1) the prompt and orderly evacuation of all persons capable of evacuating the building, or (2) the safety and/or rescue of any person who is incapable of completing the evacuation. With any such latter situation and as soon as it can be reasonably accomplished, the Security Officer shall notify the Fire Safety Manager of the details relating thereto.

2. Threat of Violent Destruction Response Plan

Whenever an employee receives or discerns any threat of violent mass destruction (bomb threat, or threat of arson or criminal damage to property, etc.), she/he immediately shall notify the Security Desk at telephone number 6666. If the threat is by telephone, the employee should remain calm and attempt to elicit as much information as possible from the caller with regard to the threat. For a bomb threat, as an example, questions posed to the caller should include:

Where is the bomb right now?

When will the explosion take place?
What type of bomb is it?
What does it look like?
Why did you place the bomb there?

The employee receiving any such threat by telephone should record the following information during or immediately after the call:

Date and time of call
Exact words of caller
Sense of identity of the caller (e.g., the caller's name, sex, age, etc.)
Speech pattern, accent
Background noises
Any other relevant information or details.

Whenever a threat is received by e-mail (or facsimile transmission), the employee should not reply, alter or delete the message; rather, the employee immediately shall notify the Security Desk at telephone number 6666 and await further instructions.

An employee receiving a bomb threat by mail (or delivery service) should cease any further handling of the subject letter, envelope or package, and immediately notify the Security Desk at telephone number 6666 and await further instructions.

Whenever any threatening device or a suspicious or seemingly dangerous object (e.g., weaponry, ordinance, abandoned hazardous material, etc.) is detected or otherwise discovered within the building, the employee and others in proximity thereto immediately should remove themselves from its presence and then notify the Security Desk in person or by calling telephone number 6666. (Note: Explosive devices sometimes can be detonated by radio waves of certain frequencies. To avoid inadvertently detonating a device which indeed may be explosive, no person should use a portable radio or a cordless or cellular telephone, including a PDA of any type, in the area of the device.)

Whenever facts and circumstances exist which warrant the evacuation of one or more operating areas due to the presence of a real or suspected explosive device, etc., an evacuation shall be made upon the order of an authorized official (e.g., Fire Safety Manager, Security Officer, public safety official, etc.).

3. First Aid Plan

A. Workplace Injuries to be Reported

Whenever a LDAF employee in the course and scope of her/his duty is injured, she/he (and her/his supervisor) shall comply with the provisions of the applicable policies and procedures that are administered by the Human Resources office. In addition thereto, there promptly shall be made an initial notification of the employee's injury via email or fax transmission to Loss Claims in order to give notice that a loss event occurred and to provide some general information

concerning the matter. See Section VIII ACCIDENT INVESTIGATION AND LOSS CLAIM REPORTING for information regarding the documentation and attendant procedures associated with an injury to an employee or other person.

B. First Aid, Medical Assistance; When Required

Whenever an employee's injury requires first aid or other medical assistance, the employee immediately shall seek first aid or such other medical assistance. If the employee is incapable of such, the employee's supervisor or co-worker shall provide first aid and/or facilitate or summon other medical assistance (e.g., telephone call to 911 emergency medical services, transportation to hospital or other medical facility, etc.).

C. First Aid Kits

The role of the first aid kit is to assist in the care of an employee's or visitor's injury until medical assistance arrives or is sought by the injured person. The Safety Manager for a site-specific operating area shall ensure the ready availability of a first aid kit that is kept in good order (i.e., fully stocked with up-to-date supplies). (Note: An inventory of kits and supplies shall be maintained in, and procured from LDAF Central Supply.)

Every licensed motor vehicle that is made a part of the LDAF fleet shall be so equipped with a first aid kit. It shall be the responsibility of the employee of a personally assigned fleet unit to (1) be familiar with the role of the fleet unit's first aid kit and its contents and (2) ensure the fleet unit's first aid kit is kept in good order (i.e., fully stocked with up-to-date supplies). Replacement and replenishment items for a fleet unit first aid kit may be obtained by an employee from her/his operating area's Safety Manager Staff.

D. First Aid Training

The Agency Administrator shall provide for the selection and assignment of a First Aid Safety Manager whose duties shall include the preparation and delivery of first aid training for employees. Such training in first aid shall include instruction with regard to recognizing first aid emergencies, the role of the first aid kit and its contents, providing emergency care, and related matters.

E. Blood Borne Pathogens Control

Provisions in the GSP relating to the control of blood borne pathogens in the workplace are set forth in Section X BLOOD BORNE PATHOGENS CONTROL. Questions and inquiries with regard to this subject matter should be directed to the Safety Manager Staff, which includes the First Aid Safety Manager.

Section XII. HAZARDOUS MATERIALS

1. Hazardous Material Defined

The term 'hazardous material' refers to any substance or chemical which is a health hazard or physical hazard, and includes (1) chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers, (2) agents which act on the hematopoietic system, (3) agents which damage the lungs, skin, eyes, or mucous membranes, (4) chemicals which are combustible, explosive, flammable, oxidizers, pyrophorics, unstable-reactive or water-reactive, and (5) chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics.

2. Proximity to, Use, Storage, Transportation and Disposal of Hazardous Materials

A. Hazardous materials generally are not found in LDAF workplaces. However, some operating areas may have paints, fuels and solvents that may pose a physical hazard (e.g., flammables, explosives, etc.) or a health hazard (e.g., carcinogen, etc.). More typically, some LDAF employees (e.g., Inspectors, Trappers, Pilots, etc.) may work in proximity to hazardous materials that are not under the control of the LDAF. Each operating area shall conduct and document a complete inspection of all facilities, grounds, vehicles and any other piece of state property that may contain hazardous materials.

B. Whenever the occasion arises in which the use, storage, transportation or disposal of a hazardous material occurs or is contemplated by an employee, it shall be her/his duty to follow, act in accordance with or otherwise observe all applicable law, rules and regulations, relevant training, and the manufacturer's instructions, directions, protocols and recommended guidelines, set forth on the label or other accompanying informative document (e.g., MSDS, placard, warning notice, etc.) regarding the hazardous material. An affected employee shall be provided with relevant documented training with respect to any workplace-related hazardous materials.

3. Additional Requirements, Information Request

A. With regard to the use, storage, transportation or disposal of a hazardous material, and in addition to the requirement set forth in paragraph 2(B), an employee shall (1) use personal protection and safety equipment such as storage cabinets provided by LDAF as required or deemed prudent, (2) participate in relevant training and follow safe work procedures, (3) notify her/his supervisor of any injury or illness that may have been sustained, and (4) report any unsafe acts and conditions to the subject Safety Manager, who immediately shall investigate the matter and take appropriate action.

B. A request for general information relating to the use, storage, transportation or disposal of a hazardous material including MSDS by an LDAF employee can be directed to the Safety Director. (Note: Said Director shall not be authorized by the GSP to act as the Chemical Hygiene Officer or Hazardous Materials Safety Manager, nor shall the Director have any responsibility whatsoever for the actual or any contemplated use, storage, transportation or

disposal of a hazardous material, but rather shall be limited to only providing relevant advice and guidance attendant to said role as Director.)